

# CONSTRUCTION SITE MUNICIPAL SWPPP REVIEW CHECKLIST

Reviewed by: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

Project Name: \_\_\_\_\_

Proj. # \_\_\_\_\_ Engineer/Designer for project: \_\_\_\_\_

IDNR Authorization No. \_\_\_\_\_

Required Documents and Notification			
Included Review			
Yes	No	N/A	
			Notice of Intent
			Owner's Contact Information
			Contact Information for the Actual Construction Site
			Contact information for Co-Permittees (operators or contractors)
			Owner Certification and Signature
			a. SWPPP prepared prior to submittal of NOI
			b. SWPPP will be implemented when construction commences
			c. NOI will be incorporated into SWPPP
			d. SWPPP in compliance with IDNR GP #2
			Public Notice Requirements Met
			IDNR Letter of Authorization
			Stormwater Pollution Prevention Plan (Not required for submittal to IDNR)
			Transfer of Responsibility (If submitting a Transfer Application)
			a. Master SWPPP
			b. Transferee SWPPP
			Date that Discharge will Commence:
SWPPP Contents			
Included Review			
Yes	No	N/A	
			<b>1. General Information</b>
			<b>Option a.</b> Contract documents require contractor, before commencing work, to identify the contractor or subcontractor that will implement measures. <b>Option b.</b> Certification Statement by contractor and all sub-contractors that could potentially be involved in activities resulting in stormwater pollution. Plan identifies for each measure in the plan the contractor(s) and/or subcontractor(s) that will implement measures.

**SWPPP Contents (continued)**

Included Review			
Yes	No	N/A	
			Contract documents provide information on inspection reports that summarize scope of inspection, names(s) and qualifications of personnel making inspection, date(s) of inspection, major observations relating to plan and actions taken.
			Contractor indicates that a copy of the SWPPP will be kept onsite, if not list location.
			*Contractor identifies a SWPPP manager for the job.
			<b>2. Site Description</b>
			a. *Legal description (1/4, 1/4, Section, T and R) and/or address
			b. Nature of Activity-description
			c. Estimate total area of site (acres)
			d. Estimate total disturbed area of site (acres)
			e. Runoff coefficient of site after construction completed
			f. Existing soils data (County soil survey series and texture and other pertinent data)
			g. Receiving water(s) and ultimate receiving water(s)
			h. Existence of quantitative storm water discharge data
			<b>Site Map</b>
			a. Drainage patterns shown by arrows (Include offsite drainage area entering site and channels)
			b. Approximate slopes after major grading activities
			c. Areas of soil disturbance
			d. Locations of major structural and nonstructural controls in plan
			e. Location of areas where stabilization practices are expected to occur
			f. Surface waters including wetlands
			g. Locations where stormwater is discharged to surface water
			h. *Equipment and materials storage areas
			<b>4. Controls</b>
			Description of appropriate controls that will be implemented
			Description of intended sequence of major activities
			<p>1. *Intended sequence of major activities and each activity based on the following considerations:            Install upstream diversions, downslope and sideslope perimeter controls before commencing land disturbing activities</p> <p>2. Do not disturb an area until it is necessary for construction to proceed</p> <p>3. Cover or stabilize disturbed areas as soon as possible</p> <p>4. Time construction activities to limit impact on seasonal weather changes</p> <p>5. If infiltration methods are used, install them after upstream is stabilized</p> <p>6. Do not remove perimeter controls until upstream areas are stabilized</p>

SWPPP Contents (continued)			
Included Review			
Yes	No	N/A	
			Appropriate control measures and timing (scheduling and implementation) during construction process
			Plan indicates that stabilization will be initiated by 14 <sup>th</sup> day of construction if area is to be open 21 days
			<b>Erosion and Sediment Controls</b>
			<b>Stabilization Practices</b>
			a. Preserve existing vegetation where attainable and stabilize disturbed areas.
			b. Practices may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preserve mature vegetation, and other appropriate measures.
			c. Site map shows stabilization measures used, including quantity, materials, and/or specification(s) applicable.
			d. Description of procedures to maintain practices in effective operating conditions.
			<b>Structural Practices</b>
			a. Description of structural practices placed on upland soils to the degree attainable to divert flows from exposed soils, store flows from exposed soils, store flows or limit runoff from exposed areas.
			b. Practices may include: silt fences, earth dikes, brush barriers, drainage swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforce soil retaining systems, gabions, and temporary or permanent sediment basins.
			c. Sediment basin providing 3,600 cubic feet of storage per acre drained or equivalent control measures are provided for common drainage locations that serve an area with more than 10 disturbed acres at one time.
			d. For drainage locations serving 10 or less acres, sediment traps, silt fences or equivalent sediment controls are required for all sideslopes and downslopes.
			e. Site map shows stabilization measures used, including quantity, materials and/or specification(s) where applicable.
			f. Description of procedures to maintain practices in effective operating conditions.
			<b>Permanent Stormwater Management Controls</b>
			a. Description of measures to control storm water pollution after construction such as retention ponds (wet basins), detention ponds (dry basins), infiltration measure, sequential systems, vegetated swales and natural depressions if practicable.
			b. Site map shows location of all permanent stormwater management controls.
			c. Velocity dissipation devices at discharge locations and along length of outfall channel.
			d. Description of the inspection and maintenance of these controls prior to final stabilization.

SWPPP Contents (continued)			
Included Review			
Yes	No	N/A	
			<b>Other Controls</b>
			a. *Description of measures for proper disposal of construction site wastes and waste materials including but not limited to: construction debris, liquid and hazardous waste, containment to prevent loose and/or lightweight materials from being carried by wind.
			b. *Description of how sanitary wastes generated on-site will be treated or disposed of in accordance with state and local requirements.
			c. Minimize off-site tracking of sediments and generation of dust or equivalent.
			d. *Site map indicates measures such as rock construction entrances/exits, limitations on traffic and parking, and other measures as necessary to prevent off-site tracking and dust generation.
			<b>Non-stormwater Discharges</b>
			a. Identify and ensure the implementation of appropriate pollution prevention measures including but not limited to discharges from such sources as concrete washout.
<b>Local Ordinance Requirements</b>			
			There may be additional local ordinance requirements that could be listed below.
			a.
			b.
			c.
			d.

**Disclaimer:** This checklist is based on requirements listed in IDNR General Permit Number 2 and includes additional items (\*) added to assist MS-4 NPDES-permitted cities in the SWPPP review process. The form is provided for your convenience and is not intended as a substitute for IDNR General Permit No. 2 requirements. Refer to <http://www.iowadnr.com/water/stormwater/forms.html> for complete permit requirements. IDNR 319 funds were provided to IAMU for the development of this guidance document. (2/1/06)